ANU Thesis Submission

Restriction Infosheet

This document outlines how students can apply for restrictions on theses submitted through the eForms system and for theses submitted prior to the University implementing this system.
Introduction

When students complete a Master of Philosophy, Professional Doctorate, or Doctor of Philosophy, a copy of the thesis must be provided to the ANU Library.

The Research Award Rules state that “before the research award is conferred, the student must provide 1 copy of the student's thesis, as finally corrected, revised and reviewed, and in the format decided by the Registrar, to the Registrar for deposit in the University Library” (Division 6.8, 90, 2).

This document outlines how students can apply for restrictions on theses submitted through the eForms system, and for theses submitted prior to the University implementing this system.

Any questions on the thesis submission and examination system; requests for extensions; or application of new restrictions should be sent to the Graduate Research Office hdr.examinations@anu.edu.au.

Any questions about the Repository and the ANU Open Access policy and procedures should be sent to repository.admin@anu.edu.au.

Restriction at submission - eForm

HDR Students are able to request a restriction when completing their Notification of Intent to Submit milestone through the eForm process.

Restriction options are:

- **Delayed Public Access** (approval required if request is for more than 12 months from approval of award, including indefinite restriction)

- **Full Confidentiality** (approval required)

Further details about each of these categories can be found at Thesis Access Restrictions.

*Note:* If you didn’t apply for a restriction at the Notification of Intent to Submit milestone you can contact the Graduate Research Office hdr.examinations@anu.edu.au and they will advise how to proceed.

**What can I restrict?**

A restriction can be applied to:

- the whole thesis
- a chapter or appendix
- several chapters.
When submitting through the eForm, the HDR student will complete this information in the Notification of Intent to Submit milestone. If submitting through the Repository Online Form the HDR student will include this information in their application to the Graduate Research Office hdr.examinations@anu.edu.au

**Reasons to restrict**

Some reasons for a restriction could be:

- intention to publish
- currently in the process of publishing
- sensitive or confidential material in the thesis.

**What if I have done a thesis by publication?**

ANU Repository staff will work with you on obtaining Open Access versions of the published material that is in your thesis.

Many publishers have very supportive policies and allow for Open Access to articles by PhD students without charge.

**What happens when my restriction is due to expire?**

The ANU Repository team run a report every month to identify restricted theses that are due to become Open Access in the following 3 months. Authors will be contacted 3 months prior to the expiry of their restriction to advise that their restriction is ending soon, and to give them the opportunity to apply for an extension to their restriction if required.

The author will be referred to the Graduate Research Office hdr.examinations@anu.edu.au to complete a thesis restriction application. Once an outcome has been received, Repository staff will update the online record accordingly.

**Restriction at submission – Repository online form**

The same restriction options are allowed through the Repository Online Submission Form. However, if you wish to delay public access for more than 12 months from approval of the award, including indefinitely, you need to contact the Graduate Research Office hdr.examinations@anu.edu.au to apply for a thesis restriction.
Theses completed before the eForm

If your thesis is in the Repository and you wish a restriction to be applied, an application must be made outlining the reasons for the restriction and the period of restriction sought. The author will be referred to the Graduate Research Office hdr.examinations@anu.edu.au to complete a thesis restriction application.

A temporary restriction will be placed on access to the thesis when the application is lodged.

Once an outcome has been received, Repository staff will update the online record accordingly.